

GUIDELINES FOR BUILDING USE
SHANDON PRESBYTERIAN CHURCH

The buildings of Shandon Presbyterian Church belong to God and are here for us to use, but not use up. In light of this everyone needs to realize many, many groups are using these buildings every day, all day. So, we all must be flexible, considerate and observant in the use of the facility.

1. The security guard is the final authority regarding building use while you are here. Please respect her/his decision.
2. For your safety and the safety of Shandon's facilities, security personnel or a staff member must be present in the building for all after-hour functions unless specific arrangements have been made with the church office. The building hours vary throughout the year so please confirm the schedule with Carol Ward, communications coordinator, (803) 771-4408.
3. Due to the high volume of groups using Shandon facilities, use of all rooms or areas **must be scheduled in advance with the church office for availability**. It is also necessary for the adjustment of heating and air conditioning or other necessary set-up.
4. After regular hours, the group leader who is responsible for the group or activity must sign in and out with the security guard at the counter in the foyer. All participants are to enter and exit the church through the foyer doors at the main entrance under the portico leading from Devine Street. Please inform the security guard when all members of the group have left the building.
5. Please keep your group together and ask them not to wander into other parts of the building.
6. Please leave the room in the condition in which you found it including cleaning, turning off lights, closing up garbage bags when food is served, and returning the room furniture to original arrangement. **NO FOOD OR DRINKS ARE ALLOWED IN SHANDON'S PARLOR.** If you use the building on a Friday or Saturday, please tie up and remove garbage bags to the dumpster outside the Activity Center, since there is no custodian on Saturdays.
7. Be sure that all appliances in kitchen areas are cleaned **and turned off and that small appliances are unplugged in all areas**. Special instructions are needed for the use of the dishwasher and ovens in the Davis Hall kitchen.
8. **Please do not use tape on painted surfaces.** Removable 3M tape or painter's tape should be used.
9. If you would like to use the facility at a time other than your normally scheduled time, you must call Carol Ward in the church office at least one week ahead of the planned event so that arrangements can be made.
10. If you are NOT meeting at your normally scheduled time, please call to cancel the event. Please remember that we schedule security, heating and air conditioning, and availability based on the activities for each day.
11. In keeping with our church's Child Protection Policy approved by the governing board (Session) of this congregation, all groups with children must have a minimum of two (2) adults with them at all times. Children may not be left in a room or enter a room until the designated adults are present.
12. SHANDON PRESBYTERIAN IS A NO SMOKING FACILITY. The use of candles for any event without specific permission is prohibited. Please help us to keep Shandon Presbyterian Church fire safe. Alcohol, drugs, or firearms are not allowed on the grounds under any circumstances. **NO COMBUSTIBLES MAY BE STORED IN THE BUILDING PER THE STATE FIRE MARSHALL.**
13. FOR YOUR SAFETY AND THE SAFETY OF OTHERS, DO NOT LEAVE ANY OUTSIDE DOOR UNLOCKED OR PROPPED OPEN. ALWAYS MAKE SURE DOORS CLOSE PROPERLY.

PLEASE NOTE: FEES MAY APPLY IN SOME INSTANCES FOR THE USE OF SHANDON'S FACILITIES.

8/17/2011

08/30/11